

Name or title of the recognition tool/practice:**Internal Tool for Validation****Developed by:**

AEGEE-Europe

Short description:

The online tool aimed at helping active members of AEGEE to recognise their competences gained while taking on organisational tasks and positions within the AEGEE organisational structure, thus recognising the informal and non-formal learning happening inside the organisation. After passing the 5-step process, including the self-assessment and peer review, the European Board provides its members with an official certificate.

Type of the tool/practice:

Self-assessment tool, Assessment tool, Certificate/Attestation, Portfolio, Website/Platform/Blog

Recognition dimensions addressed by the tool/practices:

Self-recognition, Social recognition

Level of influence of your tool/practice:

Organisational, International

Target group(s) for the tool/practice:

This tool is specifically for AEGEE members that have positions and responsibilities on the European level.

Background and the context of development of the tool/practice:

This idea to create the tool was one of the outcomes of the internal AEGEE strategy to reinforce the non-formal learning/education process for 'active members' in AEGEE and create career paths within the organization for its members.

For AEGEE it was clear that 'active membership' and taking on more responsibilities in the organisation, provides valuable learning opportunities for their members to develop new competences (knowledge, skills and attitudes). This is particularly valid for the members taking up positions in a local board or at European level (e.g. Commission, Committee, working group, project team, Comité Directeur, etc.). In all of these scenarios there is inevitably non-formal and informal learning happening.

However, the way the organisation was structured, this learning intention and the opportunities behind each organisational position, were not made explicit anywhere. This was why there was a need to map the competences (knowledge, skills and attitudes) that one should/can acquire by taking on those positions, and thus, reinforcing the non-formal learning impact of the organisation.

The tool has also been developed in accordance to an increasing demand from its members. The European Board had been regularly receiving requests from members to get an official certification of their work carried out in the association. Therefore, they decided to develop this idea towards helping their members

to identify their tasks, positions and competences, to assess them and to provide its members with an official certificate.

Development process:

The tool is still under development and it is foreseen to be fully operational in 2015. The development process is led by two main people working at EU level. They present the process to the network and receive regular feedback from the network in order to adapt it in accordance to AEGEE organizational reality as well as to the members' needs / perspectives and to get their approval and contribution.

The development process of the tool foresees the following steps:

- Creation of an internal framework of competences (in reference to the existing frameworks)
- Designing the technical aspects of the tool
- Preparing the questions for the assessment
- Writing the guide book for participants.

Objectives:

The objectives are the following:

- Provide a support to active members in identifying their gained skills and competences both for self-awareness and employability
- Develop an easy-to-use tool that could later boost reflection regarding tools for youth-led organisation
- Ensure that AEGEE is not only externally asking for further recognition of non-formal learning/education, but is also internally acting upon it

Description of the tool:

The self-assessment tool will be available online allowing AEGEE members to identify the competences (skills, attitudes and knowledge) that they have acquired during their involvement in the organisation. The tool should enable its users to go through the process in five distinct steps:

1. Identification:

In this phase, the user will have 3 main tasks:

- Explain his/her motivation for doing the certification process
- Describe the position and tasks s/he has carried out within the organisation
- After being presented with the framework of competences, the user has to self-identify which are the competences and sub competences s/he has developed, using a scale from 1 to 4

2. Documentation:

In this phase, the user is asked to gather and upload relevant documents to illustrate/prove its competences. For instance, there will be a request to upload CV, cover letters, Training Course certificates, etc.

3. Assessment:

During this phase, which turns out to be the most complex phase to build, the user will have to assess his/her competences (the ones he/she has already selected as relevant). Even though the framework will have 7 main competences, the user would not need to assess all of them, in case some of them are not relevant to his/her position and involvement in the organisation).

The assessment methodology will use the following methods:

- Survey

- Case studies
- Self-assessment

After completing this step and before receiving the actual certificate, the tool will automatically notify the European Board that a new profile has been filled in, and another crucial phase will start.

4. Peer review:

The user will be supported by a person who will be in charge of reviewing the user's answers and providing peer feedback to the user. The person carrying out the peer review obviously needs to know the applicant and to have worked with him/her before.

5. Certification:

Providing the members a final certification.

This whole process also aims to guide the participants through an individual process of self-reflection, support our members in knowing better their competences and how AEGEE has influenced their learning. AEGEE believes that this way, this process, can also help the users become more able to formulate and present their competences in a job environment.

Outcomes, results and impact:

Since the tool is still under development, it is difficult to speak about outcomes and impact at this stage. However, AEGEE estimates that until the end of 2014 they will manage to take more steps towards setting up the online environment for the tool and to launch concrete information for its members. The tool should be fully operational in 2015.